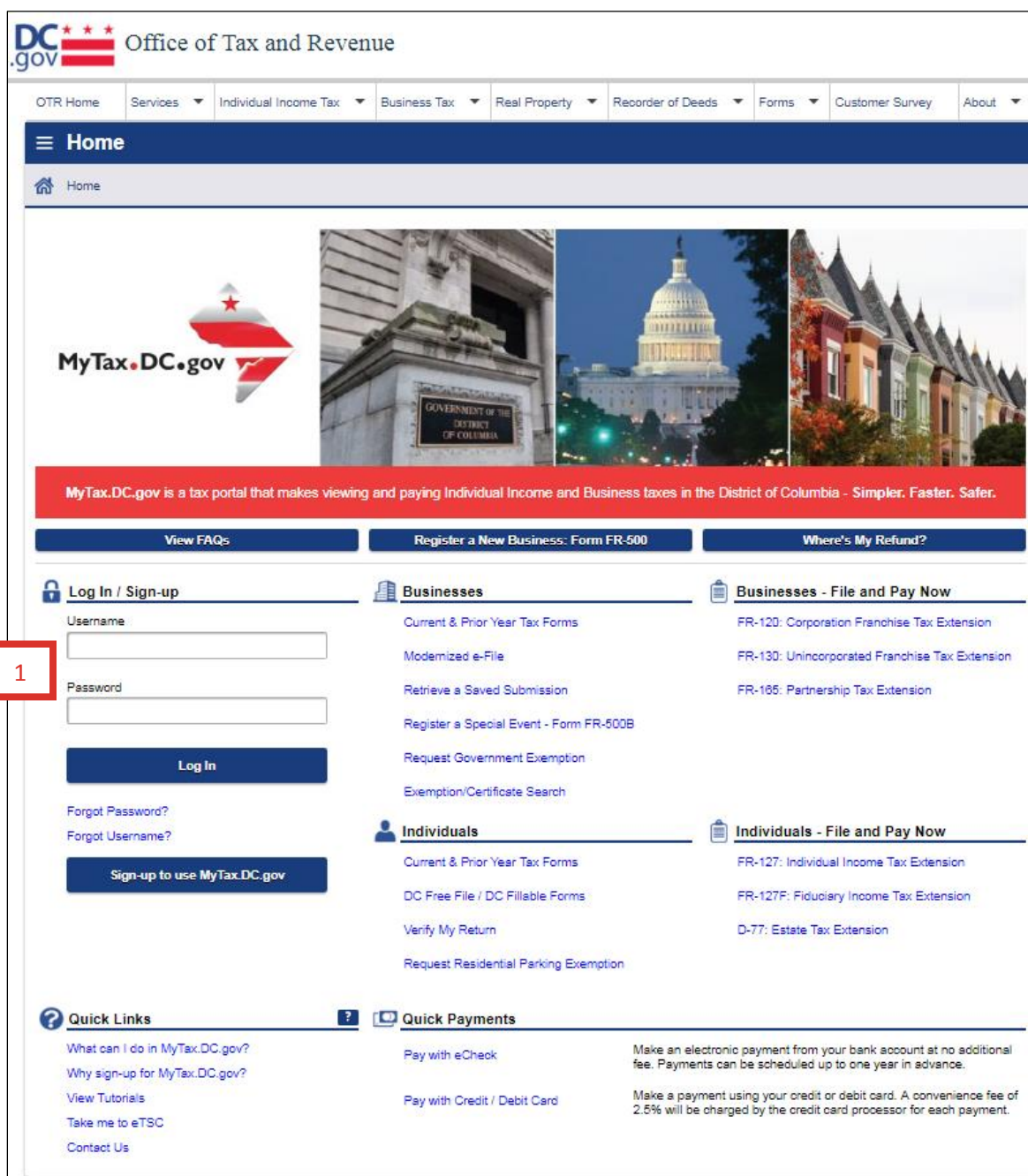


MyTax.DC.gov User Guide:

How to File a Special Event Tax Return (FR- 800SE)

You can file your Special Event tax return from within your [MyTax.DC.gov](https://mytax.dc.gov) account by following this step-by-step guide.



The screenshot shows the MyTax.DC.gov homepage. At the top, there is a navigation bar with links: OTR Home, Services, Individual Income Tax, Business Tax, Real Property, Recorder of Deeds, Forms, Customer Survey, and About. Below this is a 'Home' section with a 'Home' link. The main content area features a banner with the MyTax.DC.gov logo and three images: a building, the US Capitol, and a row of colorful houses. Below the banner is a red bar with the text: 'MyTax.DC.gov is a tax portal that makes viewing and paying Individual Income and Business taxes in the District of Columbia - Simpler. Faster. Safer.' Below this are three buttons: 'View FAQs', 'Register a New Business: Form FR-500', and 'Where's My Refund?'. The 'Log In / Sign-up' section is highlighted with a red box and the number 1. It contains fields for 'Username' and 'Password', a 'Log In' button, and links for 'Forgot Password?' and 'Forgot Username?'. Below these is a 'Sign-up to use MyTax.DC.gov' button. The 'Businesses' section includes links for 'Current & Prior Year Tax Forms', 'Modernized e-File', 'Retrieve a Saved Submission', 'Register a Special Event - Form FR-500B', 'Request Government Exemption', and 'Exemption/Certificate Search'. The 'Businesses - File and Pay Now' section includes links for 'FR-120: Corporation Franchise Tax Extension', 'FR-130: Unincorporated Franchise Tax Extension', and 'FR-165: Partnership Tax Extension'. The 'Individuals' section includes links for 'Current & Prior Year Tax Forms', 'DC Free File / DC Fillable Forms', 'Verify My Return', and 'Request Residential Parking Exemption'. The 'Individuals - File and Pay Now' section includes links for 'FR-127: Individual Income Tax Extension', 'FR-127F: Fiduciary Income Tax Extension', and 'D-77: Estate Tax Extension'. The 'Quick Links' section includes links for 'What can I do in MyTax.DC.gov?', 'Why sign-up for MyTax.DC.gov?', 'View Tutorials', 'Take me to eTSC', and 'Contact Us'. The 'Quick Payments' section includes links for 'Pay with eCheck' and 'Pay with Credit / Debit Card', with descriptions of each payment method.

1. From the [MyTax.DC.gov](https://mytax.dc.gov) homepage, log in using your **Username** and **Password**.

2

2. In the user profile, under **Accounts**, click the **Special Event** hyperlink.

3

3. Under the **I Want To** section, click **File my Special Event return**.



Home Log Off

Home > Special Event > Account

FR-800SE Special Event Return

If you are filing a new Special Event return (FR-800SE), select the month and year in which the event ended. If you are filing an amended return, navigate to the period from your Special Event account to amend the original return.

Event ending (Month/Year): August / 2017 **Find registered events** **Cancel**

4. On the **FR-800SE Special Event Return** page, select the **Month** and **Year** in which the event ended from the drop down menu. For this example, we selected **August 2017**.
 - a. Click **Find registered events**.

Home Log Off

Home > Special Event > Account

FR-800SE Special Event Return

If you are filing a new Special Event return (FR-800SE), select the month and year in which the event ended. If you are filing an amended return, navigate to the period from your Special Event account to amend the original return.

Event ending (Month/Year): August / 2017 **Find registered events**

Select the event from the list below.

☐ I do not see my event listed.

Filter	Event Number	Event Name
<input type="radio"/>	33,172	CAPITAL COMICON
<input type="radio"/>	38,579	DC CRAFTS EXPO 2017

2 Rows

5b **File Special Event Return** **Cancel**

Select the event from the list below.

☒ I do not see my event listed.

Event Name **Required**

5. **Select the event from the list** provided.
 - a. If the event is not listed then check **I do not see my event listed**. A textbox will appear. Type the event name in the space provided.
 - b. Click **File Special Event Return**. **Note:** Click this button in both scenarios (listed or non-listed event) to file the return.

FR-800SE Return

Log Off

Home

Special Event

Account

FR-800SE Return

1. FR-800SE

FR-800SE

★ ★ ★ 2017

Government of the District of Columbia

FR-800SE

Special Event Tax Return

POMPEY, JORDON D

Account ID: 360-000035083

Due Date: 9/20/2017

Tax Period Ending: 8/31/2017

Who should file the FR-800SE?

Every vendor who has made any sale at retail, taxable under the provisions of District of Columbia (DC) Official Code §47-2001 et seq., during the preceding calendar month shall file a return with the Office of Tax and Revenue (OTR).

Return Information

Event Name

CAPITAL COMICON

Is this return being filed by a paid tax preparer?

No

Yes

Are you authorizing an individual to discuss this return with OTR?

No

Yes

6b

	Taxable Amount		Tax Rate	Tax Due
Use Tax on Purchases Taxable at 5.75%	\$2,000.00	X	0.0575	\$115.00
Gross Sales	\$0.00			
Sales Taxable at 5.75%	\$4,000.00	X	0.0575	\$230.00
Sales and Purchases of Off-Premises Alcohol Taxable at 10%	\$0.00	X	0.1000	\$0.00
Other Sales and Purchases Taxable at 10%	\$0.00	X	0.1000	\$0.00
Sales for Parking Taxable at 18%	\$0.00	X	0.1800	\$0.00
Sales and Purchases Taxable at 14.5%	\$0.00	X	0.1450	\$0.00
Enter 2% of 911 sales receipts less 3% discount				\$0.00
Disposable Carryout Bag Fee (Net of discount)				\$0.00
Penalty – 5% per month with a maximum of 25%				\$0.00
Interest – 10% per year				\$0.00
Total Amount Due				\$345.00

Cancel

Previous

Next

6. The **FR-800SE Special Event Tax Return** will appear.
 - a. Answer the **Return Information** questions on the right side of the screen.
 - b. Then, answer the **Taxable Amount** inquiries.
 - c. Click **Next**.

FR-800SE Return

Log Off

Home > Special Event > Account > FR-800SE Return

1. FR-800SE
2. Payment Options

Payment Options

[Payment Information](#)

7

I would like to:

Required

Required

Cancel

Previous

7a

Submit

7. Select the appropriate **Payment Information** from the drop-down bar. You may choose **No Payment is Needed** when you are filing a zero return. The option **Pay Later** allows you to schedule your payment up to one year in advance. For this example, we will choose to **Pay by eCheck**.
 - a. Click **Submit**.

FR-800SE Return

Log Off

Home

Special Event

Account

FR-800SE Return

1. FR-800SE

2. Payment Options

Payment Options

[Payment Information](#)

I would like to: Pay Through eCheck

Period 31-Aug-2017

Special Event

360-000035083

JORDON DERRICK POMPEY
1101 4TH ST SW
WASHINGTON DC 20024-4457

8

Payment Method

Choose

New

Type

Direct Debit - US Bank

Bank Account Type

Required

Routing Number

Required

Account Number

Required

Confirm Account Number

Required

8a

Save this payment method for future use

No

Yes

8b

Payment

Payment Date

02-Oct-2017

Amount

\$345.00

Confirm Amount

Required

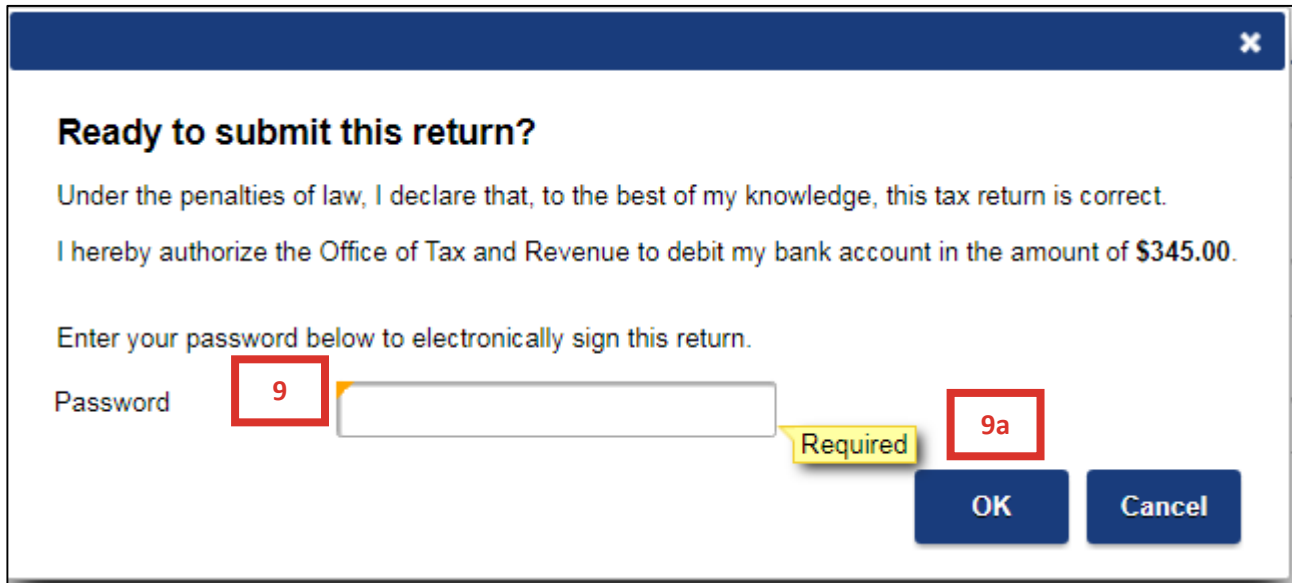
8c

Submit

Cancel

Previous

8. Enter your bank account information into the **PAYMENT METHOD** section including **Bank Account Type**, **Routing Number**, and **Account Number**. Confirm your **Account Number**.
 - a. If you would [MyTax.DC.gov](https://mytax.dc.gov) to store your bank account information, click **Yes** beneath **Save this payment for future use**. For this example, we selected **No**.
 - b. In the **PAYMENT** section, choose a **Payment Date**. When paying with an eCheck, you can choose a future payment date up to one year from the date you authorized your payment on our system. Enter the **Amount** of your payment and **Confirm** that amount.
 - c. Click **Submit**.



Ready to submit this return?

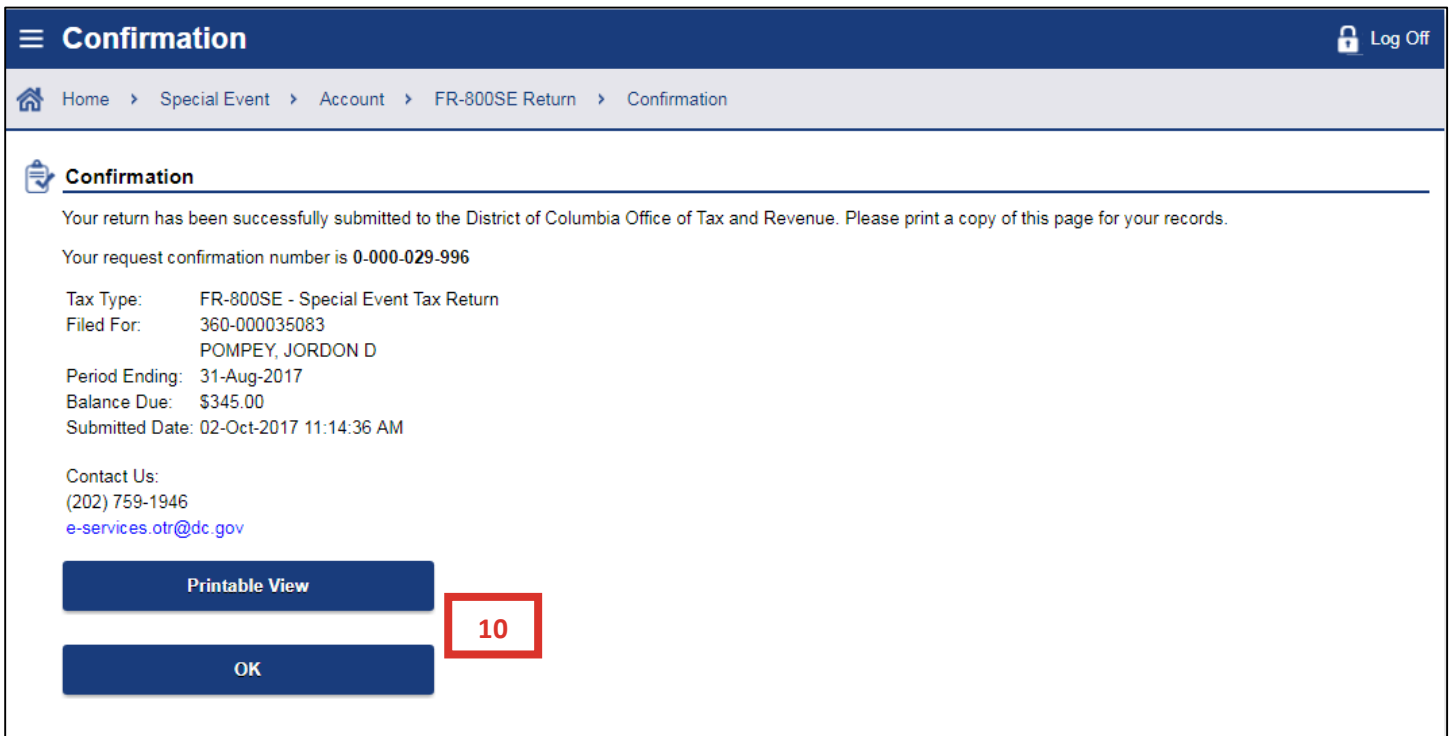
Under the penalties of law, I declare that, to the best of my knowledge, this tax return is correct.

I hereby authorize the Office of Tax and Revenue to debit my bank account in the amount of **\$345.00**.

Enter your password below to electronically sign this return.

Password 9 9a Required OK Cancel

9. In the **Ready to submit this return?** pop-up window, enter your [MyTax.DC.gov](https://mytax.dc.gov) Password, which will act as your electronic signature.
 - a. Click **Ok**.



Confirmation Log Off

Home > Special Event > Account > FR-800SE Return > Confirmation

Confirmation

Your return has been successfully submitted to the District of Columbia Office of Tax and Revenue. Please print a copy of this page for your records.

Your request confirmation number is **0-000-029-996**

Tax Type: FR-800SE - Special Event Tax Return
 Filed For: 360-000035083
 POMPEY, JORDON D
 Period Ending: 31-Aug-2017
 Balance Due: \$345.00
 Submitted Date: 02-Oct-2017 11:14:36 AM

Contact Us:
 (202) 759-1946
e-services.otr@dc.gov

Printable View 10

OK

10. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.